CMS

User's Reference

Utah Prosecution Council CASE MANAGEMENT SYSTEM

Case Management System (CMS)
User's Reference

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Contents

Background

The Case Management System (CMS) application is designed for quick data entry and access. This document provides a high-level overview of the application, with discussions of the navigation, screens, and how they apply to different phases of a case.

Access to the features of this application is based upon the user's role and the rights granted. For example, an Administrator can view and modify everything within the application while a user may be granted view only rights, and even those rights may be limited. This document focuses mainly on the options available to the Administrator.

Based upon the phase of the case, some screens, those with required fields, may appear while others, requiring little or no interaction, especially during Case Initiation, may not. For the purposes of this guide, each possible screen for every phase will be discussed.

Basics

Overview

Required fields are indicated by a red asterisk (*). Viewable and required fields change based on the phase of a case. Where available, pull-down menus must be used to select the value for a field.

Navigation

The user may navigate the application through a combination of methods: selecting with the mouse cursor, selecting a tab, or using Alt keys from the keyboard. (Note: The Alt keys, or hot keys, have not yet been defined.) Each of the screens with which the user interacts employs a similar format:

Banner—The Banner appears at the top of every screen, indicating the name of the application. To assist the user and to provide a safe and easy way back to the Home Page, the CMS Banner works like a quick link. Simply left-click the cursor on the banner and the Home Page opens.

Top Navigation Bar—Directly beneath the Banner is the Top Navigation Bar. Selecting a link on this bar allows the user to move from one screen, or part of the application, to another. On the Home Page there are three options which open a search screen for a particular phase of a case: Case Initiation, Case Screening, and Case Prosecution. On most other screens the Top Navigation Bar presents options for other types of information: General Information, Defendant, Charges, Victim/Witness, Probable Cause, Notes, Documents, Events, and Home.

Title Bar—The Title Bar, directly beneath the Top Navigation Bar, appears on all screens except the Home Page and search screens. It indicates the screen name, which is the specific part of the application currently open.

Header Box—The Header Box, directly beneath the Title Bar, appears on all screens that are specific to a particular case. This box contains a brief overview of pertinent information specific to the case being accessed.

Left Navigation Buttons—Those with Administrative rights will see a full set of Left Navigation Buttons on many screens. Users with more restricted rights will see a limited display of buttons:

Add New Case—Selecting this button opens the General Information screen where a user may begin data entry for a new case.

Case Initiation—Selecting this button opens the Search screen for Case Initiation. This is the same as selecting this option from the Top Navigation Bar.

Case Screening—Selecting this button opens the Search screen for Case Screening. This is the same as selecting this option from the Top Navigation Bar.

Case Prosecution—Selecting this button opens the Search screen for Case Prosecution. This is the same as selecting this option from the Top Navigation Bar.

General Search—Selecting this button opens the Search screen to search for cases regardless of their current phase.

V/W Search—Selecting this button opens the Search screen to locate cases regardless of the current phase when all that is known is the Victim or Witness information.

Administration—Selecting this button opens the Administration screen which lists all areas in which an Administrator may update information contained in pull-down menus, etc.

Review—Selecting this button opens the Search screen to locate cases regardless of their current phase. Search results can be selected to show a summary or review of the selected case. No modifications are allowed.

Reports—Selecting this button opens a menu that allows the user to select a specific type of report.

Bottom Navigation Buttons—Along the bottom of most screens there is a set of navigation buttons that varies depending upon the content of the screen. These buttons are the preferred method to negotiate the application during initial data entry. The Save button acts differently depending on the screen accessed.

Home Page

When a user logs in to CMS the Home Page is displayed. This screen allows the user to quickly access needed information by use of navigation links across the top of the screen and along the left side. The options displayed on the left of the screen vary depending upon the user rights. The example in Figure 1 is for a user with Administrative rights. (See User Roles for a discussion of rights. See Navigation for a discussion of how to move through the application.)

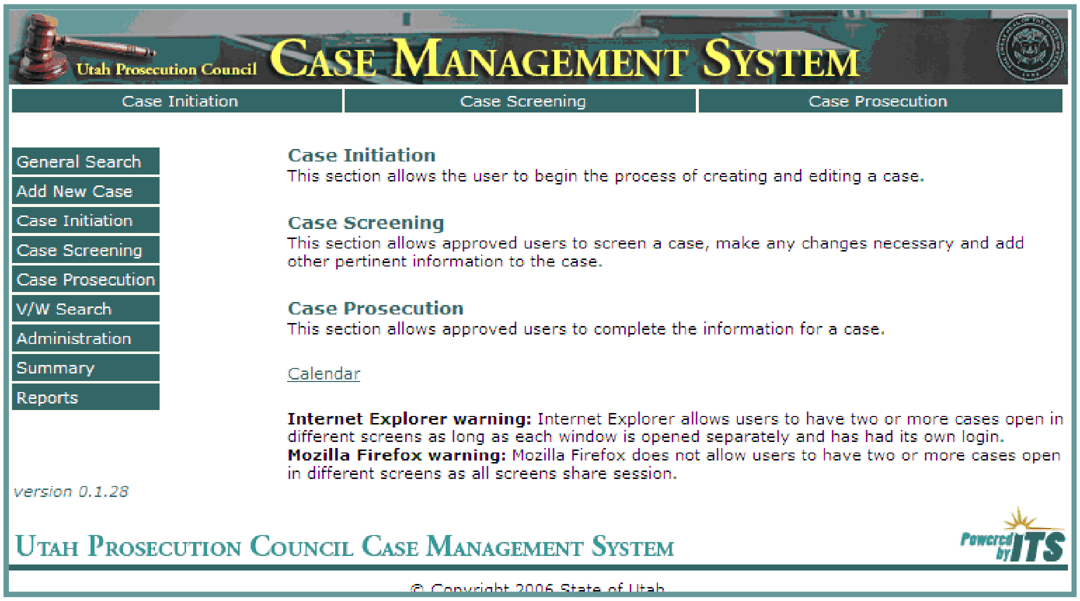


Figure 1:
Home Page
(with Administrative Rights)

Screens

There are eight screens related to each case, of two distinct types: those specifically for data entry; and, those that display data lists of existing data and edit fields. The data entry screens are:

- General Information
- Defendant
- Probable Cause
- Notes

The data list and edit field screens are:

- Charges
- Victim/Witness
- Events

The Documents screen also has data lists, but works a little different than the others.

During initial data entry, use the Bottom Navigation Buttons to navigate from screen to screen. The buttons displayed along the bottom vary depending upon the screen. The Save button also functions differently depending on the screen accessed. The Forward button advances to the next screen in the data entry sequence. Some screens require that the Save button be selected prior to advancing. An error message appears when data has not been saved. Once all of the required data has been entered in each of the screens, use the Top Navigation Bar to navigate from screen to screen.

Case Phases

Case Phase refers to the location of a specified case within the normal workflow and determines the fields displayed and/or required on an open screen. There are five Case Phases.

Case Initiation—This process, also known as pre-screening, pertains to the information provided by the law enforcement fact sheet. The source of this information may be a hard copy document that is manually entered or electronically transmitted. A record is created with an office case number and all available information pertaining to that case.

Case Screening—This process is completed by the Attorney or other authorized personnel and is where the information is reviewed and any pertinent information is added or modified to determine the validity of the case.

Case Prosecution—This process takes place once the case has been filed with the Court and allows the user to keep track of the majority of events, the status of charges, witnesses, documents, etc.

Case Disposition—This process takes place after sentencing, near the completion of a case.

Locked—This process is intended for when a case is finished. A case in this phase can only be reopened or modified by a user with Administration rights.

For the purposes of this document, only those fields required (denoted by a red asterisk) to move a case forward from screen to screen within a phase will be discussed. Information may be entered in the additional fields as appropriate. Because the Case Initiation Phase involves each of the screens, they will be presented in that phase. Within the discussions of the other phases new required fields, or variations, will be included.

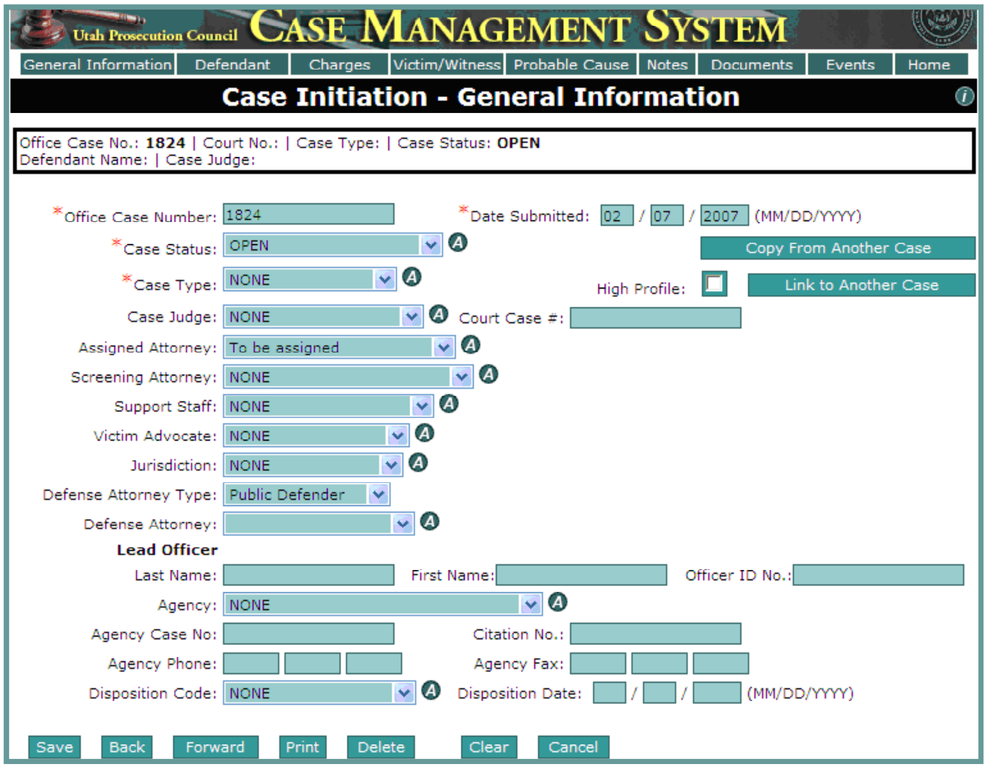
Case Initiation Phase

The Case Initiation Phase allows a user to enter the initial information pertaining to a case. It is recommended that all available information be entered, even if it is not required. Many of the fields, displayed in subsequent screens, are dependent upon fields populated on other screens. For example, selecting an Agency on any screen where that field appears will populate its related address and phone number fields, but only if that information is already contained in the Administration table.

General Information Screen

The General Information Screen has only one required field that is not populated by the application: Case Type.

Figure 2:
Case Initiation—General Information



Fields

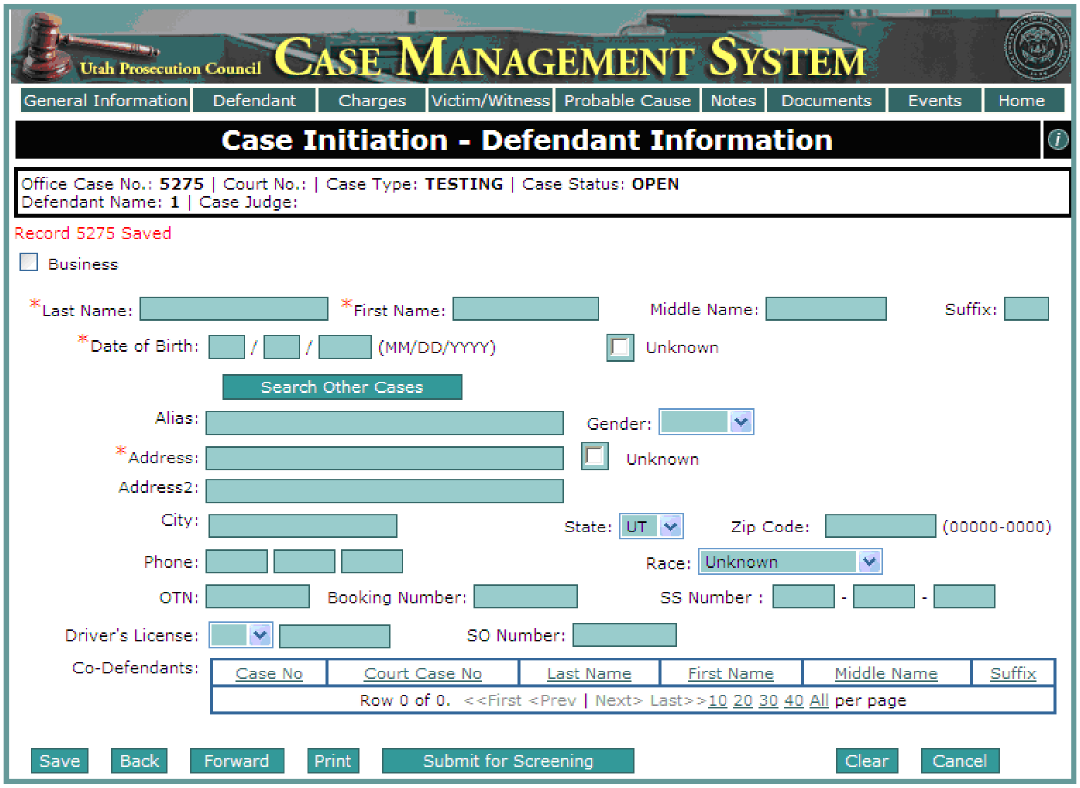
- **Office Case Number**—The Office Case Number is assigned by the application when the Add New Case is selected from among the Left Navigation Buttons. This required field can be modified.
- **Date Submitted**—This required field is automatically filled by the application with the current date. The field can be modified.
- **Case Status**—This required field defaults to Open.
- **Case Type**—This required field is the only field on the General Information Screen that must be filled in by the user before advancing to the next screen. Use the pull-down menu to make a selection.
- **Lead Officer**—The information in the Lead Officer section of the screen is not required, however, it is recommended that if the information is available that it be entered. If the Lead Officer information is entered on this screen, it will automatically be copied to the Victim/Witness screen as the first Witness.

Bottom Navigation Buttons

- **Save**—Selecting this button saves the record and keeps the screen open.
- **Back**—Selecting this button takes the user back one step or opens the previous screen.
- **Forward**—Selecting this button saves the record and opens the next screen in the workflow.
- **Print**—Selecting this button prints the open screen.
- **Clear**—Selecting this button clears the screen of any entered information prior to saving.
- **Cancel**—Selecting this button cancels the operation, unless saved, and opens the Home Page.

Defendant Screen On the Defendant Screen the user is required to enter Last Name, First Name, Date of Birth, and Address.

Figure 3: Case Initiation —Defendant Information



Fields

- **Business**—This box should be checked if the defendant is a business. When checked, a field appears where the name of the business should be entered. The Last Name and First Name are still be required, and should contain the name of the contact person.
- **Last Name**—This is a required field.
- **First Name**—This is a required field.
- **Date of Birth**—This is a required field. Either enter the date of birth using the displayed format, or select the Unknown box.
- **Address**—This is a required field. Either enter the address information or select the Unknown box.

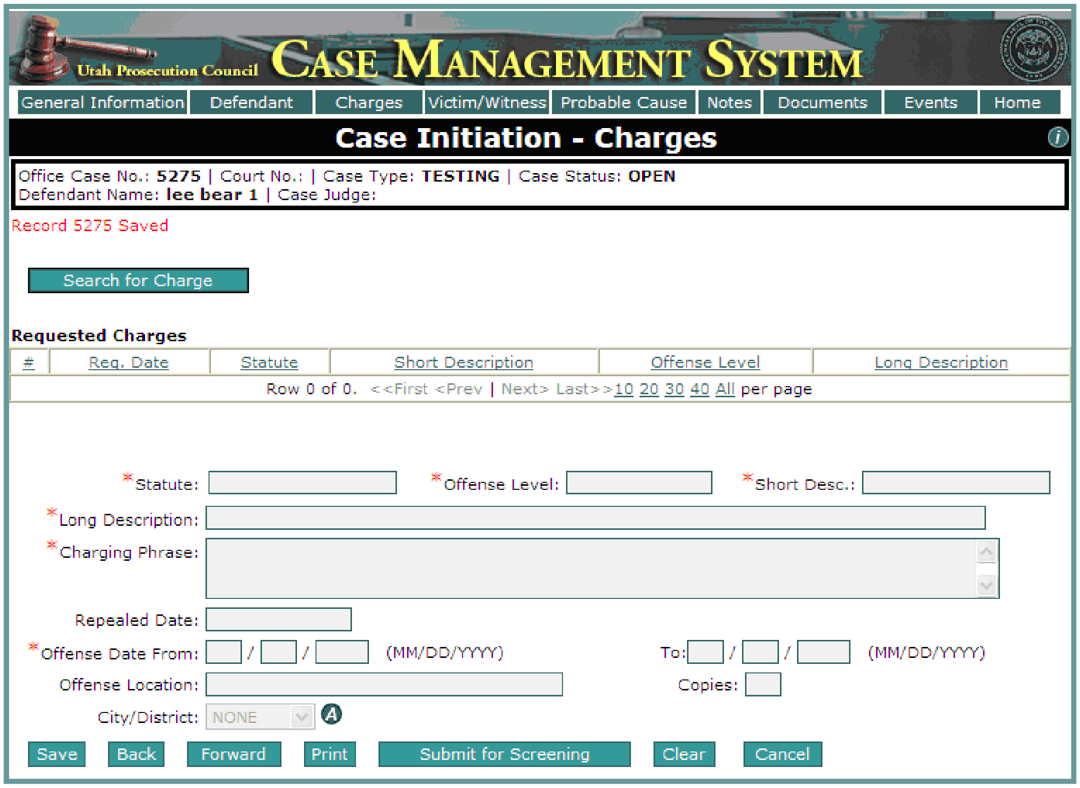
Bottom Navigation Buttons

- **Save**—Selecting this button saves the record and keeps the screen open.
- **Back**—Selecting this button takes the user back one step or opens the previous screen.
- **Forward**—Selecting this button saves the record and opens the next screen in the workflow.
- **Print**—Selecting this button prints the open screen.
- **Submit for Screening**—Selecting this button checks validation for all fields and moves the case to the Screening Phase, if all validations are met.
- **Clear**—Selecting this button clears the screen of any entered information prior to saving.
- **Cancel**—Selecting this button cancels the operation, unless saved, and opens the Home Page.

Charges Screen

On the Charges Screen at least one charge must be entered. There are several required fields for that charge: Statute, Offense Level, Short Desc., Long Description, and Charging Phrase. Each will be populated when a charge is selected. The user is only required to enter content in the Offense Date From field.

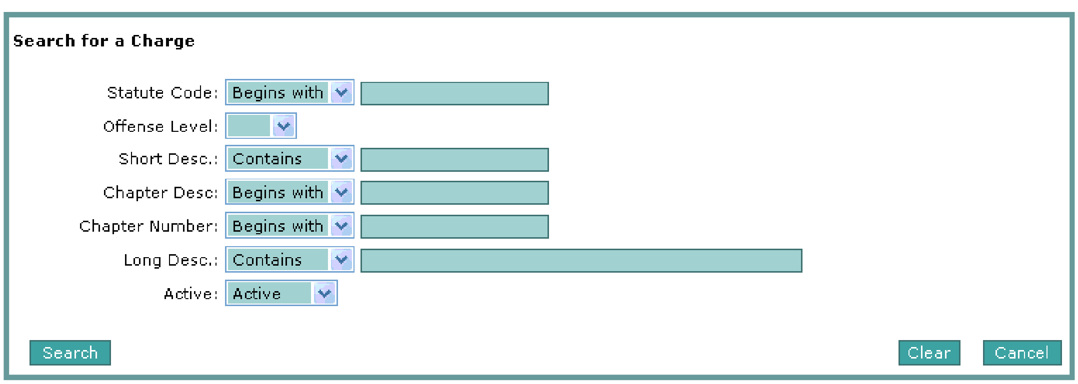
Figure 4: Case Initiation —Charges Information



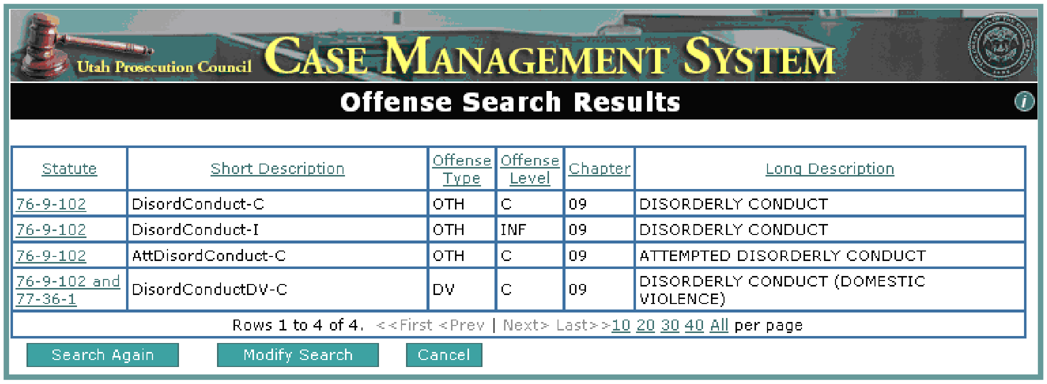
To enter a charge:

1. Select the Search for Charge button near the top left of the screen, above the data list. A Search for a Charge screen opens.

Figure 5: Search for a Charge



2. Select one or more criteria and select the Search button, from among the Bottom Navigation Buttons. The Offense Search Results screen opens, displaying all of the charges that meet the entered criteria.

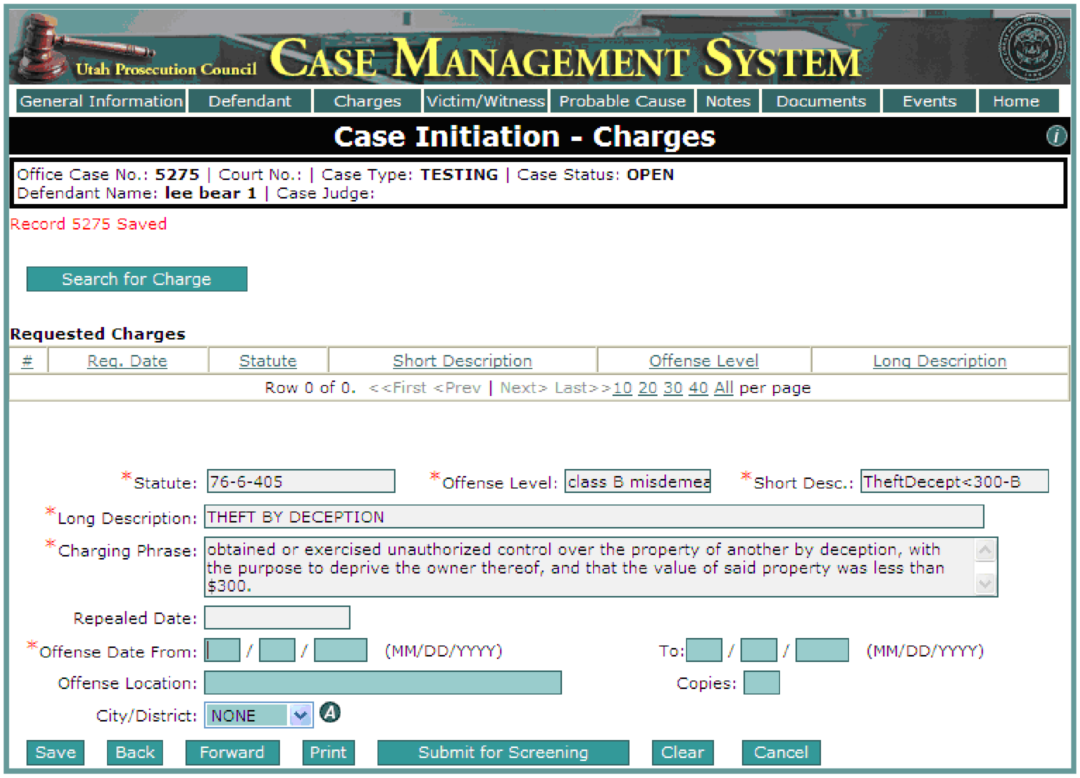


Statute	Short Description	Offense Type	Offense Level	Chapter	Long Description
76-9-102	DisordConduct-C	OTH	C	09	DISORDERLY CONDUCT
76-9-102	DisordConduct-I	OTH	INF	09	DISORDERLY CONDUCT
76-9-102	AttDisordConduct-C	OTH	C	09	ATTEMPTED DISORDERLY CONDUCT
76-9-102 and 77-36-1	DisordConductDV-C	DV	C	09	DISORDERLY CONDUCT (DOMESTIC VIOLENCE)

Figure 6:
Offense Search Results

3. Select the charge to be entered in the fields on the Case Initiation—Charges screen. The appropriate fields are populated. They cannot be modified on this screen.

Figure 7:
Case Initiation—Charges



4. Enter the appropriate information into the required Offense Date From fields using the date format displayed. The Offense Date To field automatically fills with that date. These fields can be modified.

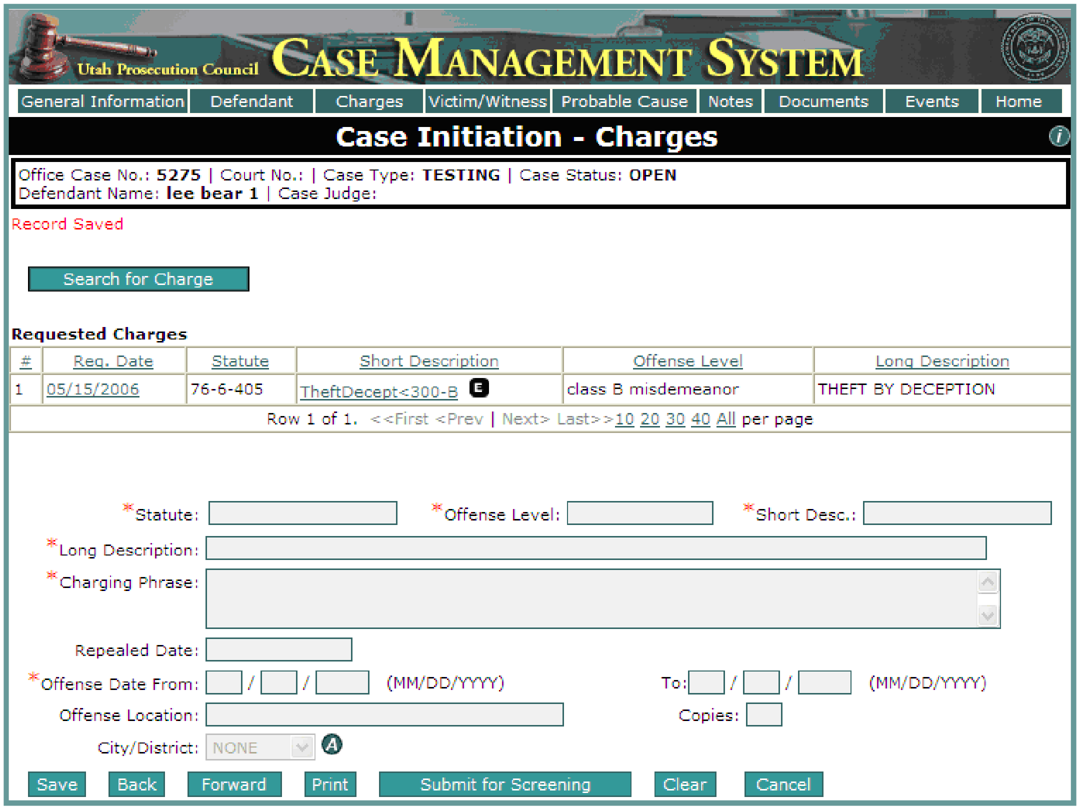


Figure 8:
Case Initiation
—Charges: Record Saved

5. Select Save from among the Bottom Navigation Buttons. The information in the fields is moved up into the Requested Charges data list.

6. Repeat these steps for each charge in the case.

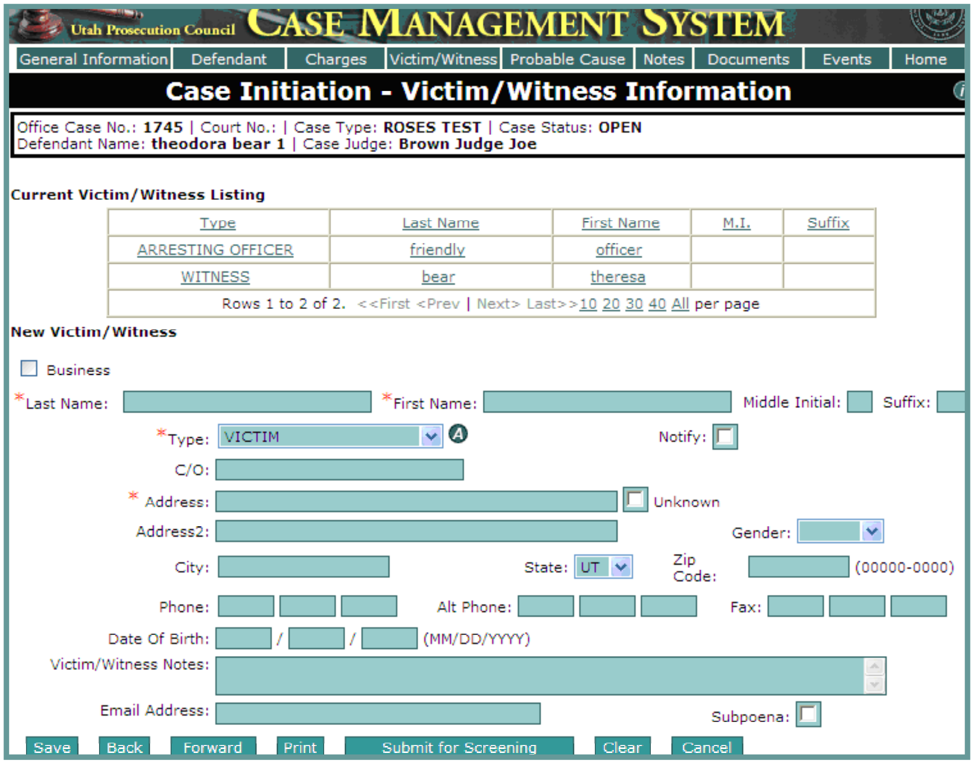
Bottom Navigation Buttons

- **Save**—This button works differently on this screen than on the others. The Save button works in conjunction with the Edit portion of the screen. Selecting the Save button moves the Requested Charge information to the Requested Charge data list near the top of the form. This must be done to save the data each time a charge is added or the new information will be lost.
- **Back**—Selecting this button takes the user back one step or opens the previous screen.
- **Forward**—Selecting this button saves the record and opens the next screen in the workflow.
- **Print**—Selecting this button prints the open screen.
- **Submit for Screening**—Selecting this button checks validation for all fields and moves the case to the Screening Phase, if all validations are met.
- **Clear**—Selecting this button clears the screen of any entered information prior to saving.
- **Cancel**—Selecting this button cancels the operation, unless saved, and opens the Home Page.

Victim/Witness Screen

On the Victim/Witness Screen at least one victim or witness must be entered. There are three required fields for each victim or witness. If a Lead Officer was entered on the General Information screen, that name appears as the first witness on the Current Victim/Witness Listing near the top of the screen.

Figure 9: Case Initiation —Victim/Witness Information



Fields

- **Current Victim/Witness Listing**—This table contains each of the victims and/or witnesses added to the current case.
- **Business**—This box should be checked if the victim or witness is a business. When checked, a field appears where the name of the business should be entered. The Last Name and First Name are still be required, and should contain the name of the contact person. If this information is not known, select the "Contact Unknown" checkbox.
- **Last Name**—This is a required field.
- **First Name**—This is a required field.
- **Type**—This is a required field. Use the pull-down menu to make a selection.
- **Address**—This is a required field. Either enter the address information or select the Unknown check box.

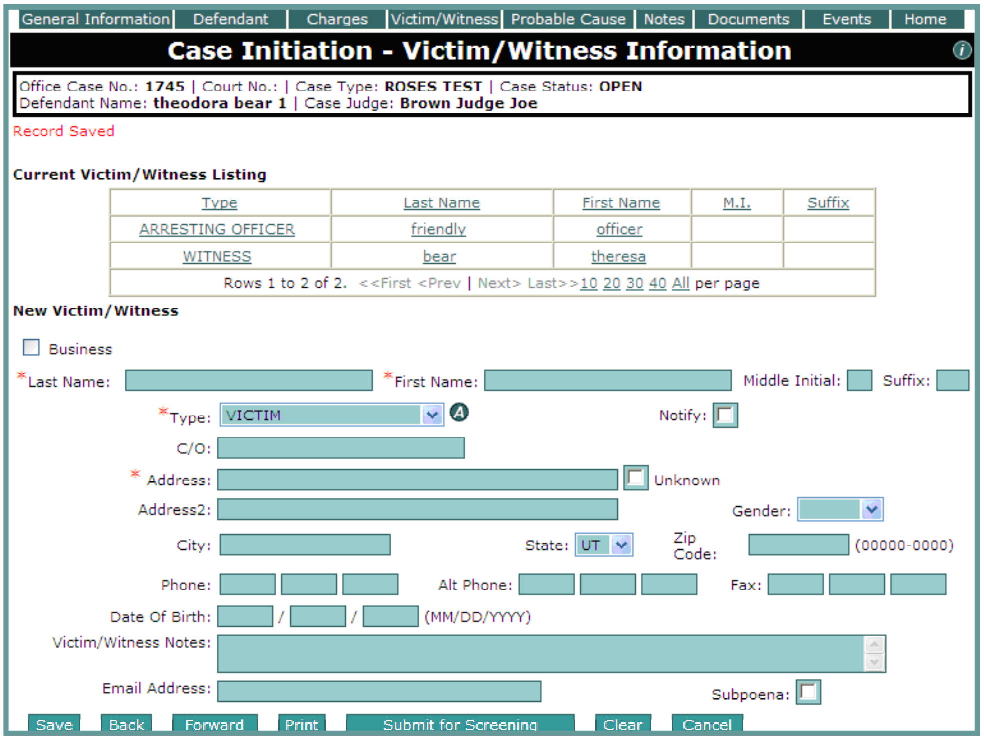


Figure 10:
Case Initiation—Victim/Witness Information: Record Saved

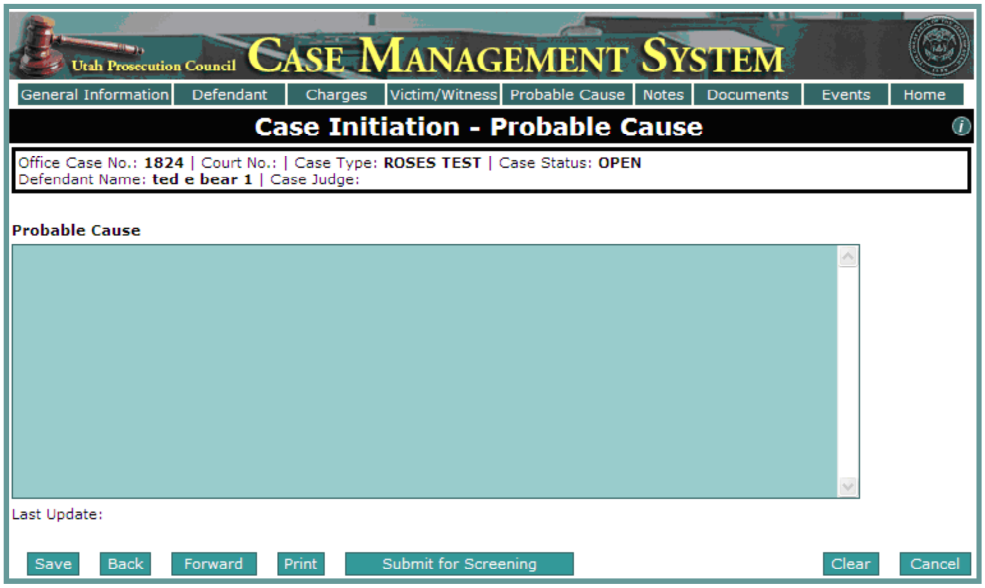
Bottom Navigation Buttons

- **Save**—This button works differently on this screen than on the others. The Save button works in conjunction with the Edit portion of the screen. Selecting the Save button moves the specific Victim/Witness information to the Current Victim/Witness Listing data list near the top of the form. This must be done to save the data each time a Victim/Witness is added or the new information will be lost. (See Figure 10.)
- **Back**—Selecting this button takes the user back one step or opens the previous screen.
- **Forward**—Selecting this button saves the record and opens the next screen in the workflow.
- **Print**—Selecting this button prints the open screen.
- **Submit for Screening**—Selecting this button checks validation for all fields and moves the case to the Screening Phase, if all validations are met.
- **Clear**—Selecting this button clears the screen of any entered information prior to saving.
- **Cancel**—Selecting this button cancels the operation, unless saved, and opens the Home Page.

Probable Cause Screen

The Probable Cause Screen contains a free form text field. When an entry is made, the date, time, and login ID of the user stamps the record and is displayed in the Last Update field beneath the text field. The text field information can be modified. This is not a required field.

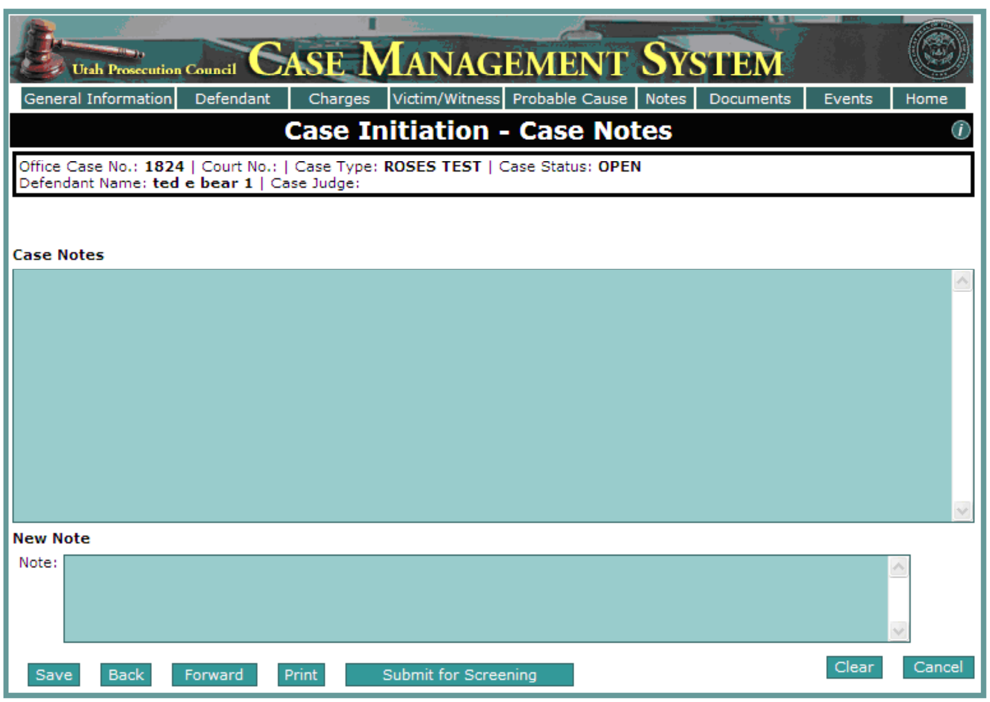
Figure 11:
Case Initiation—Probable Cause



Notes Screen

The Notes Screen allows the user to add additional information that may be useful to the case. When an entry is made to the New Note field and saved, the content is displayed in the Case Notes field. The application then attaches the date, time, and login ID of the user to the record. Notes are appended and not modified. This is not a required field.

Figure 12:
Case Initiation—Case Notes



Documents Screen

The Documents Screen functions differently than the other screens, allowing the user to quickly create, track, and locate documents that are important to a specific case.

Normally, a user just needs to generate a document. Templates have been created that automatically fill in the case specific information. There may be prompts for the user to enter additional data as the document is generated.

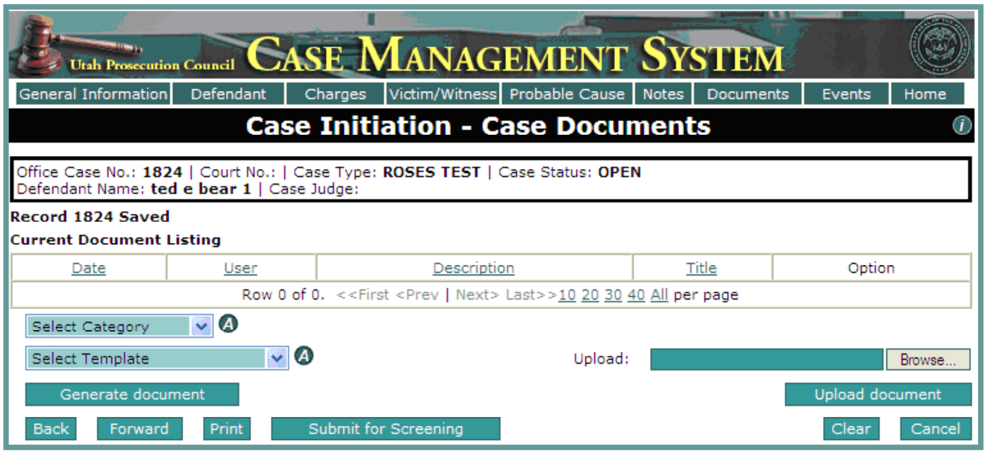


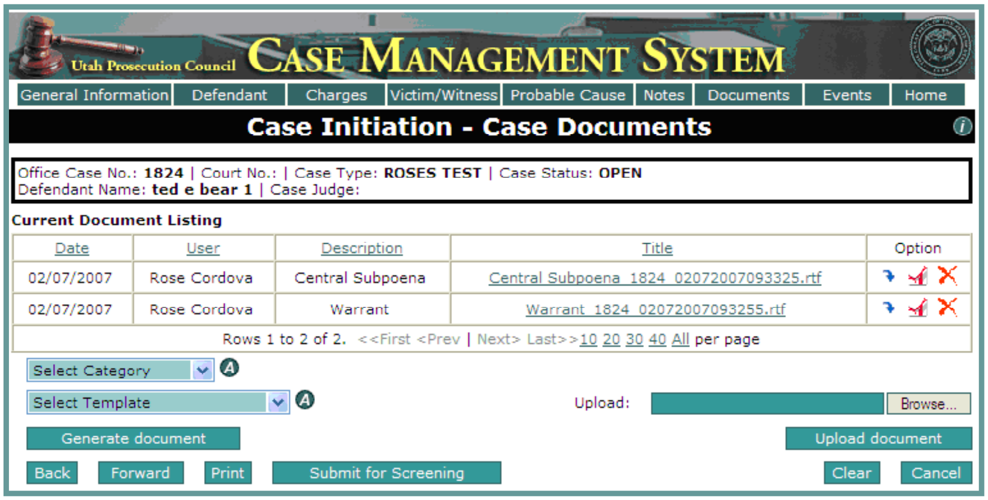
Figure 13:
Case Initiation—Case Documents

The top portion of the Documents Screen is similar to several of the others, with a table which displays the Current Document Listing for the selected case. Within the table there are five columns.

- **Date**—This column displays the date on which the document was generated or uploaded.
- **UserID**—This column indicates who created or uploaded the document.
- **Description**—This column contains a short description of the document.
- **Title**—This column contains the title of the document. If the title is selected the document may be viewed and/or edited.
- **Option**—This column allows the user to download the document, view a PDF version, or delete the document from the case.

Note: The PDF version of the document is generated by an outside application that is currently being evaluated. Therefore, any existing documents converted to the PDF format may not be correct.

Figure 14:
Case Initiation
—Case Documents



To generate a document:

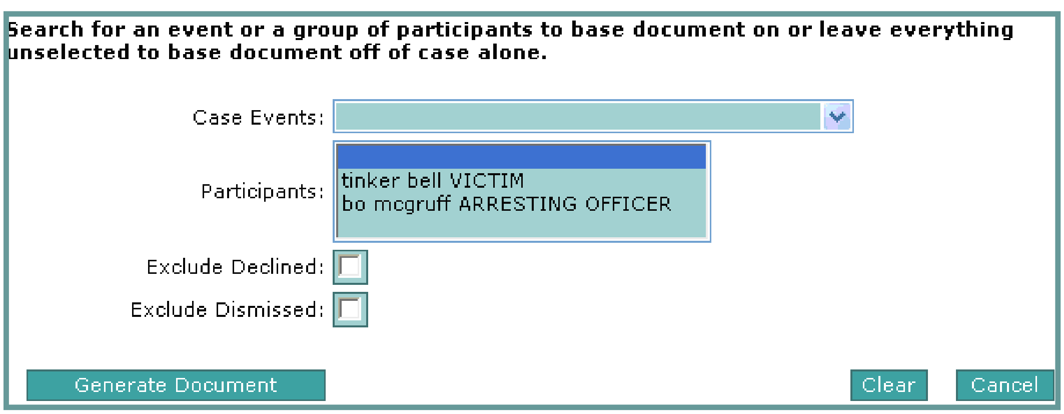
1. In the Select Category field, below the Current Document Listing table, use the pull-down menu to make a selection.

2. In the Select Template field, below the Current Document Listing table, use the pull-down menu to make a selection. If a selection was made in the Select Category field, then the list of templates displayed in the pull-down menu is specific to the chosen category. If a selection was not made from the Select Category field, then the pull-down menu will display all of the available templates.

3. Select the Generate Document button to begin the process. The Search for an Event screen opens.

4. Use the pull-down menu on the Case Events field to select an event or victim/witness to associate with a document.

Figure 15:
Search for an Event
or Victim/Witness



5. Use the pull down to select from the available events or victim/witnesses.

6. Check the Exclude Declined and/or the Exclude Dismissed check boxes if the new document should not include declined or dismissed cases.

7. After a selection is made, a prompt may appear requesting that values be entered into a table. Fill in the values.

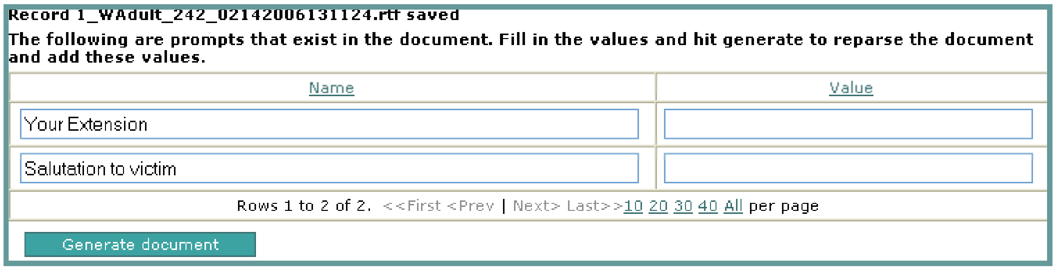


Figure 16: Prompt for Values

8. Select the Generate Document button near the bottom of the screen. The new document appears in the Current Document Listing table.

To review or edit a document, select the title of the document to be edited from the Title column in the Current Document Listing table.

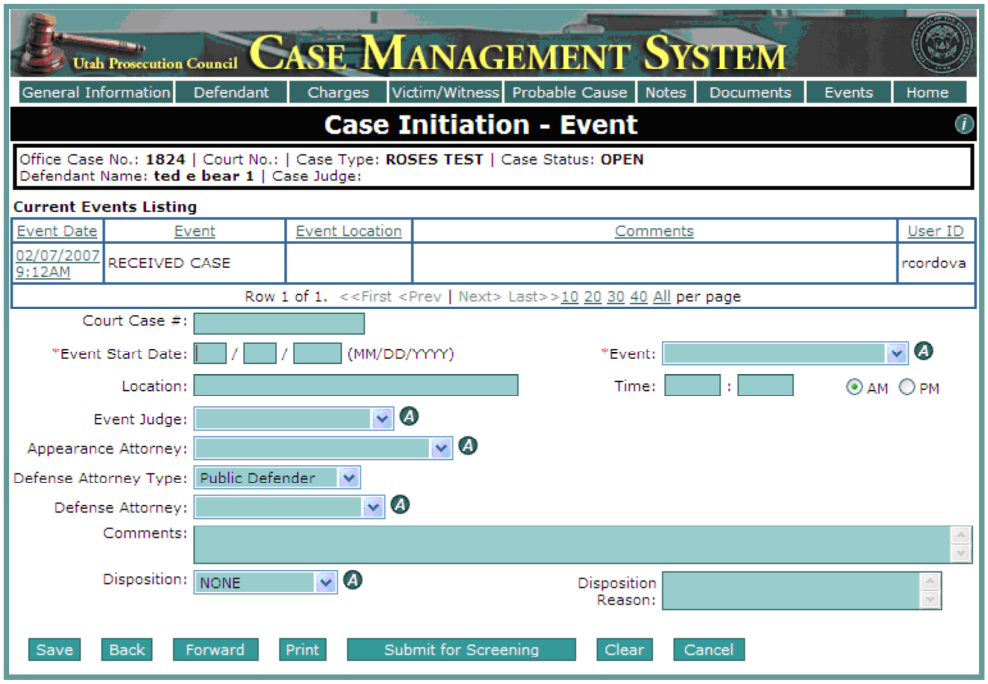
To upload a document:

1. Use the Browse button, below the table, to locate and select the desired file.

2. Select the Upload Document button. The uploaded document appears in the Current Document Listing table.

Events Screen Appropriate fields on the Events Screen are automatically populated when a case is added within the application. The Events Screen functions similar to the Charges and Victim/Witness screens, where the data in the editable fields is presented in the Current Events Listing table and new data can be added as necessary.

Figure 17:
Case Initiation—Event



To add an event, fill in the remaining information fields as appropriate. The Event Start Date and Event fields are required. If the selected Event is a Court-type event, then the Location (of the court) and the Time fields are also required. Any Defense Attorney information that was entered on the General Information screen appears on this screen as well.

Case Screening Phase

To enter the Case Screening Phase, select the Submit for Screening button from among the Bottom Navigation Buttons. Selecting this button initiates a series of validation checks. If there are validation issues, appropriate messages are displayed. If all entered information passes validation, then the case moves into the Case Screening Phase and all screen titles reflect that change. The application also opens a small Defendant Custody Status window with several options. Select an option to move forward.

All screens are available for viewing and modification during this phase. In addition, there are new fields, some for required information. The discussion in this phase focuses upon new required fields and functions.

Figure 18: Defendant Custody Status

General Information Screen

The General Information Screen has new required fields for Custody Status and Screening Attorney.

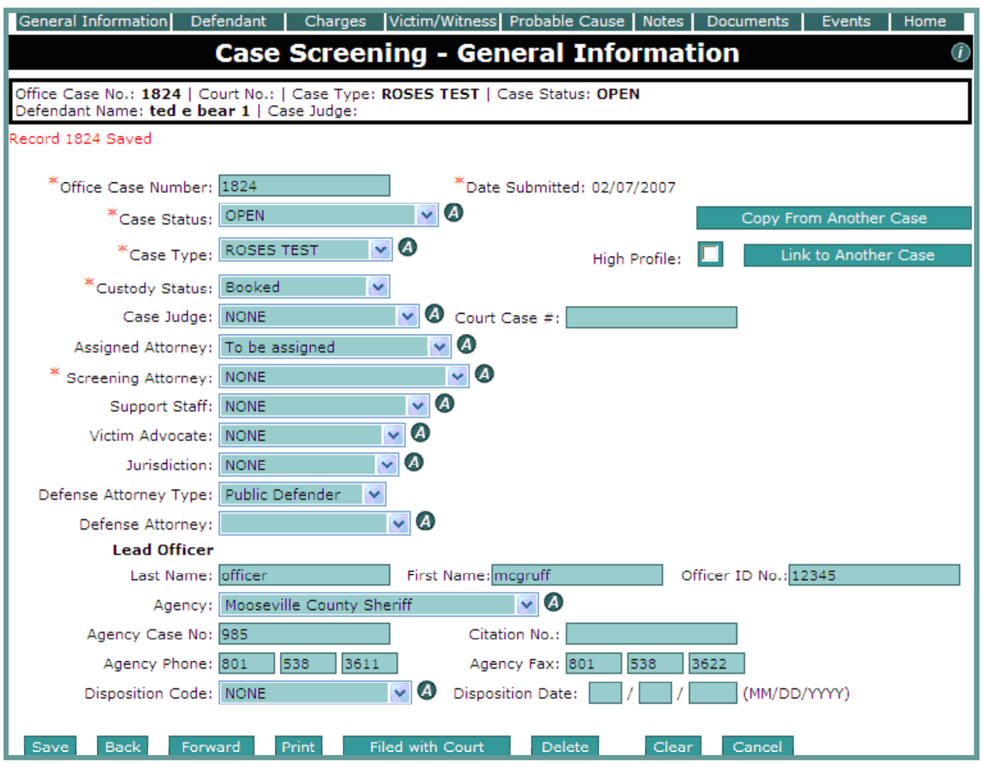


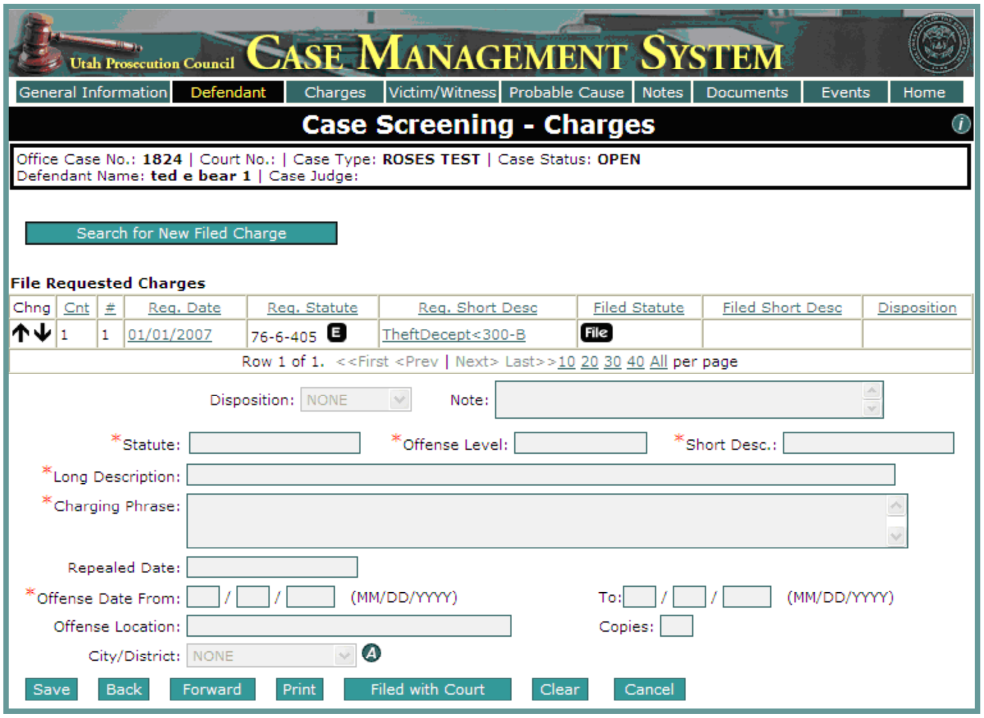
Figure 19: Case Screening —General Information

Charges Screen

The Charges Screen allows the user to determine if the case should go forward. This includes a decision as to whether the requested charges should be filed, declined, replaced, or, if more charges should be added.

The Charges Screen functions basically the same as other screens, with previously entered information appearing within the File Requested Charges table near the top and new or modified information appearing within the fields below. The user may modify Requested Charges and Filed Charges. All Requested Charges must either be filed or declined before a case can move to the next phase.

Figure 20: Case Screening—Charges



New Features

- Select the Search for a New Filed Charge button to locate and add a previously filed charge.
- Existing information appears within the File Requested Charges table. The up and down arrows in the Change column allow the user to reorder the charges for specific needs, such as listing the charges in order of severity.
- An E next to the required statute indicates that the user is allowed to access the requested charges and make modifications.

Addressing Charges

All charges must be addressed before the case can move to the next phase. To act on a charge, select the black File button in the Filed Statute column of the File Requested Charges table associated with the charges to be modified. The charge information populates the appropriate fields. The user may file, replace, decline, or edit a charge.

File a Charge—To file a charge, select the Save button from among the Bottom Navigation Buttons. Once a charge is filed, it may be edited by selecting the associated "E" button from the File Requested Charges table. The charge summary may be viewed by selecting underlined link for the desired case in the See Short Desc column of the File Requested Charges table.

Replace a Charge—Select the Replace Charge button, search for the appropriate charge, select it, and save.

Decline a Charge—Use the Disposition pull-down menu to select Declined. The Disposition Date is then required. Select Save.

Edit a Charging Phrase—Select the Edit Charging Phrase link (underlined; near the Charging Phrase field) to access the Charging Phrase field to make modification. Select Update from the pop-up menu, then save.

Events Screen

An event is automatically created when the Submit for Screening button from among the Bottom Navigation Buttons is selected.

Case Prosecution Phase

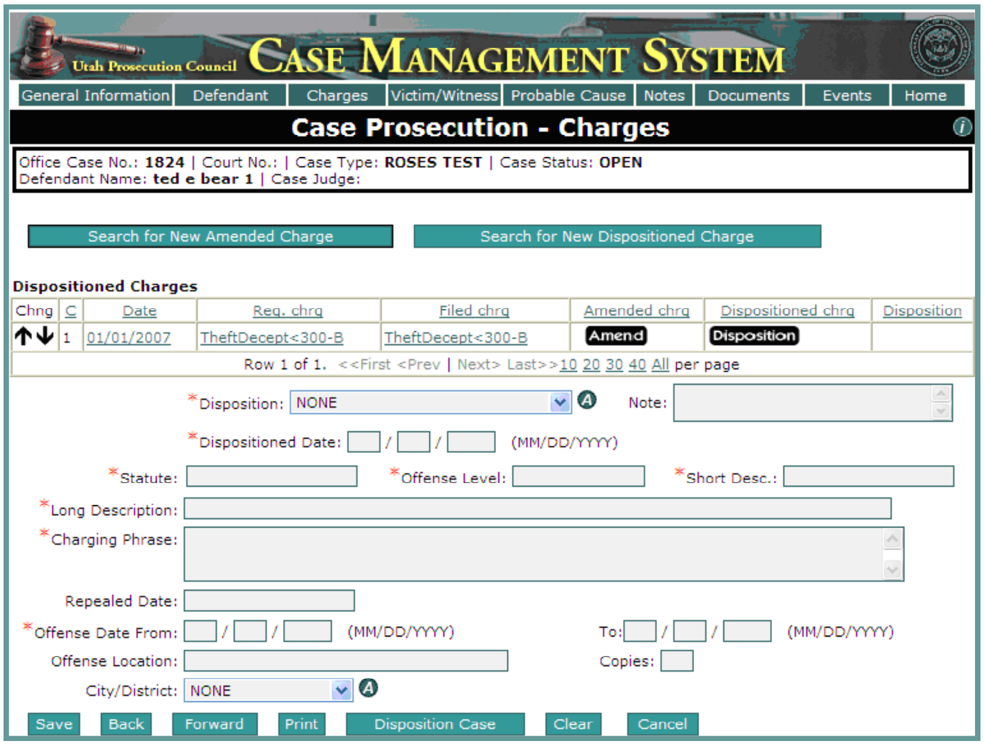
To enter the Case Prosecution Phase, select the Filed with Court button from among the Bottom Navigation Buttons. A majority of the work takes place within this phase. The discussion in this phase focuses upon new required fields and functions.

Charges Screen

This screen has additional fields to provide more information for each specific charge. Each charge must be addressed before the case may be dispositioned or closed.

Users may only view the requested and filed charges. All interaction from this screen forward will be either to amend or disposition charges.

Figure 21: Case Prosecution—Charges



To view requested or filed charges, select a charge from either the Requested Charges (Req. chrg) or the Filed Charges (Filed chrg) column of the Convict Charges table. A summary of that charge becomes available.

Select the Search for New Amended Charge button to add a new charge.

Select the Search for New Dispositioned Charge button to add a new charge that is dispositioned.

To amend a charge:

- Select the black Amend button in the Convict Charges table associated with a specific charge. The information populates the fields below the table.
- Users may replace the charge, make modifications, or edit the charging phrase.
- The Amending Reason field is a required field and a reason must be entered before modifications can be saved.

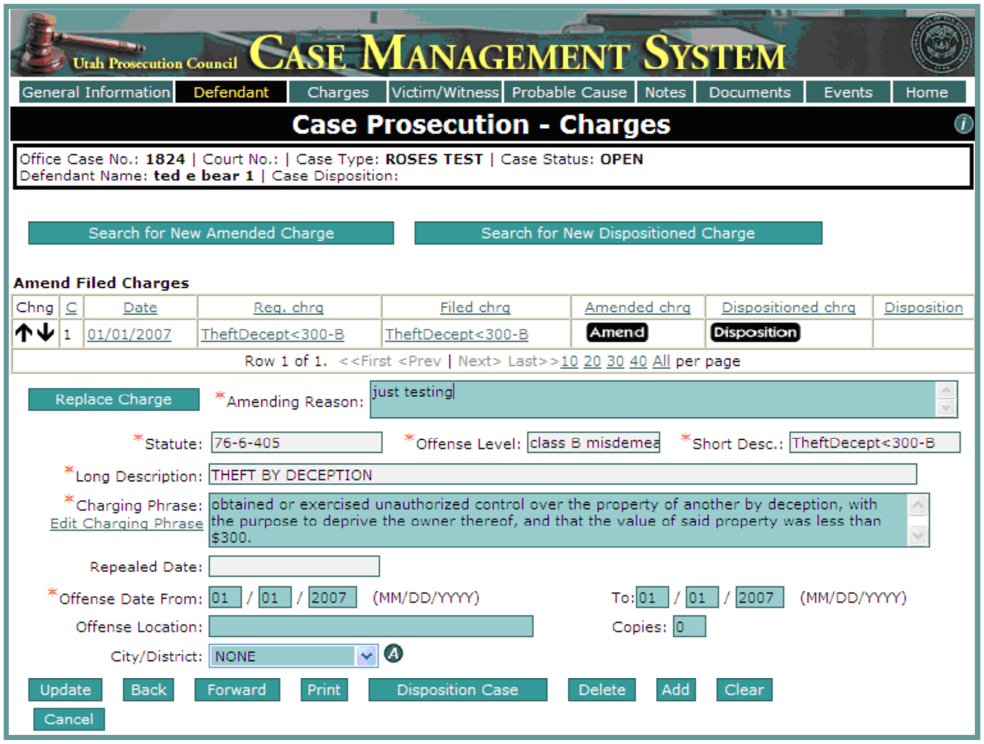
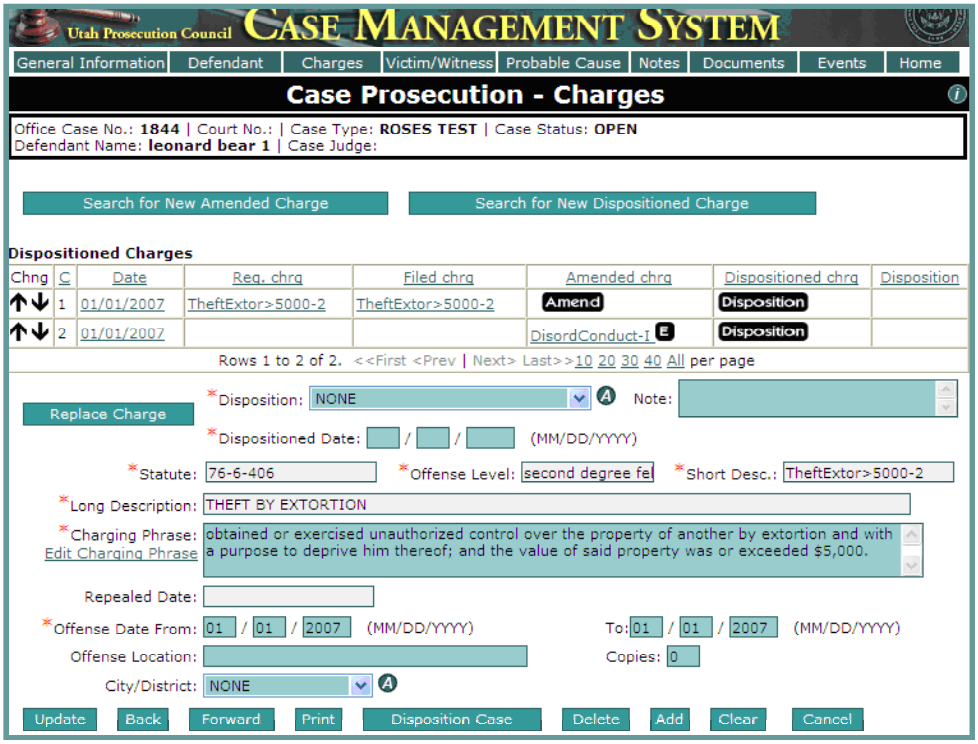


Figure 22: Case Prosecution —Charges: Amend Charges

To disposition a charge, use the black Disposition Charge button in the Dispositioned chrg column of the Convict Charges table. Use the pull-down menu to select a disposition option. The Dispositioned Date field is required field. Fill in a date using the displayed format.

Figure 23: Case Prosecution —Charges: Disposition Charges



When all charges have been successfully dispositioned (with the exception of PIA), the application displays a red link at the bottom of the page "Case Qualified to be Dispositioned."

- If there is a value in the Case Disposition Code field, located on the General Information screen, the application presents a red link to "Click Here to Lock This Case." If the user answers OK, the status will be changed.
- If there is no value in the Case Disposition Code field, located on the General Information screen, the application informs the user that this field must be completed before the case can be locked. The application then asks if the user would like to open the General Information screen. If the user answers yes, that screen opens and a Case Disposition Code may be selected by using the pull-down menu associated with that field. Once this is done, the application asks the user if the Case Status should be changed to Locked. Answering yes, the status will be changed. If the answer is no, the Disposition Code is set to Dispositioned and the case status remains unchanged.

The PIA (Plea in Abeyance) selection, from among the Disposition Code choices for a charge, functions differently than other Disposition Codes. For the proper programming to occur, the user must select PIA, not Plea in Abeyance. The user may not lock a case that has a charge with a PIA. When the user selects PIA as a disposition for a charge, the application automatically changes the Case Status to PIA.

The user may manually invoke the Disposition Case process by pressing the Disposition Case button. The same rules apply as on the red link.

Basic Functions

Copy

The Copy From Another Case button is located on the General Information screen (see Figure 2), and may be used regardless of the current phase of a case. The copy function allows the user to quickly and accurately input information from an existing case into a new case. However, caution must be taken, as information entered into the new case may be overwritten.

Only specific information is copied from one case into another.

- From the General Information Screen, the Case Type, Lead Officer Information (names and ID), and the Agency Information (name and phones) is copied.
- From the Defendant Screen, co-defendant information is copied. Any defendant from an existing case copied into a new case becomes a co-defendant in the new case.
- From the Victim/Witness Screen, all information is copied.
- From the Probable Cause screen, all Probable Cause field text is copied.

The copy function also links the cases, so that if modifications are made to the copied information in either case, the application prompts the user to decide if the other case should be updated as well. If the copied case had co-defendants, then the new case will also include those co-defendants.

Link

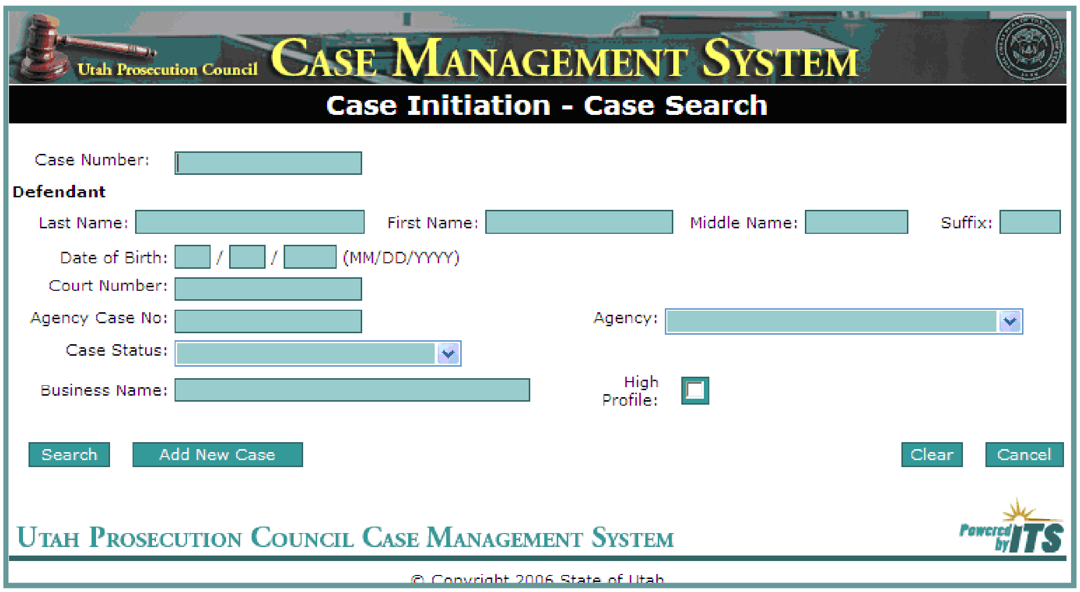
The Link to Another Case button is located on the General Information screen (see Figure 2) and is intended to allow the user to tie cases together. This function does not copy information from one case to another. However, the defendant from each case becomes a co-defendant on the other case. In addition, when modifications are made to the information in either case, the application prompts the user to decide if the other case should be updated as well.

Search

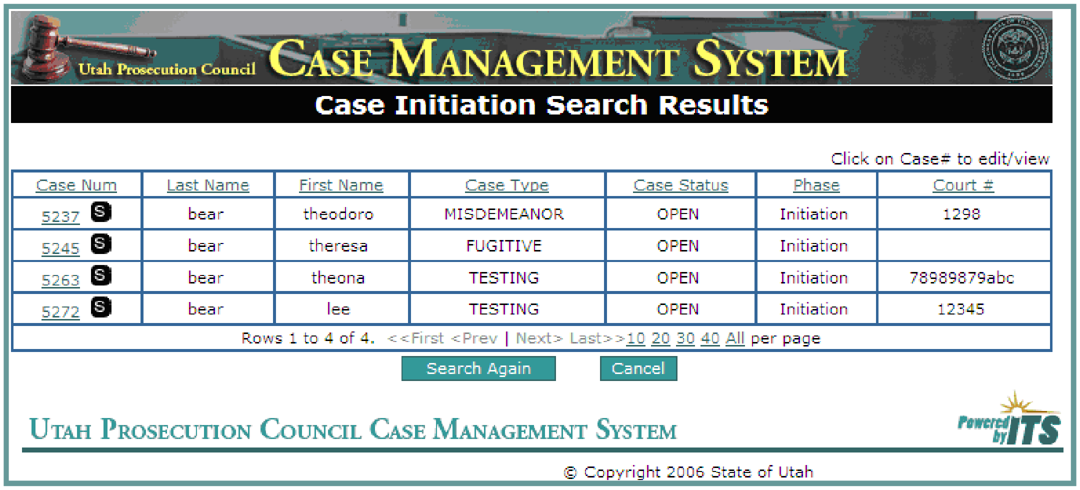
A case may be located in a variety of ways from the Home Page by selecting one of the following buttons from either the Top Navigation Bar or from among the Left Navigation Buttons:

- **Case Initiation**—Selecting this button opens the search screen and limits the search to only those cases that are currently in the Initiation Phase.
- **Case Screening**—Selecting this button opens the search screen and limits the search to only those cases that are currently in the Screening Phase.
- **Case Prosecution**—Selecting this button opens the search screen and limits the search to only those cases that are currently in the Prosecution Phase.
- **General Search**—Selecting this button opens the search screen and allows searches for all cases, no matter the current phase of the case.
- **V/W Search**—Selecting this button opens the search screen and allows searches for specified victims or witnesses on any case, no matter the current phase of the case.

Figure 24: Search Screen



Search results are displayed in a table.



Case Num	Last Name	First Name	Case Type	Case Status	Phase	Court #
5237 S	bear	theodoro	MISDEMEANOR	OPEN	Initiation	1298
5245 S	bear	theresa	FUGITIVE	OPEN	Initiation	
5263 S	bear	theona	TESTING	OPEN	Initiation	78989879abc
5272 S	bear	lee	TESTING	OPEN	Initiation	12345

Rows 1 to 4 of 4. <<First <Prev | Next> Last>> 10 20 30 40 All per page

Figure 25:
Case Search Results

Search results can be sorted.

- Select a column header to sort the contents of the table by the information displayed in that column in ascending order. Select the same column header a second time to sort in descending order
- The information displayed in the Case Number column opens more detailed information about the case in Edit Mode. Depending upon the user's access level, the case will be displayed in either edit or summary review mode. If the user is allowed edit rights, modifications are possible.
- Users granted Administrative rights may see a black E button associated with some case numbers. This button indicates that the case is locked. If the case is accessed via the E button the case is placed in the Edit mode. There is a limited number of changes that an Administrative user may make, including sealing and expunging a case.

User Roles

There are currently six unique user roles, or access levels, defined for this application. The access level determines what a user can and cannot do within the application. A user with Administrative rights may add, modify, or delete users (see the Administration section for more details).

Figure 26: User Roles —Left Navigation Buttons

Depending upon a user's level of access, they may see a full set of Left Navigation Buttons, or a limited number of buttons relating to the functions that they are allowed to perform.

View Only Access—Users with View Only Access can:

- view a summary version, with no notes, of cases in any phase.

View Plus Access—Users with View Plus Access can:

- view a summary version of cases in any phase; and,
- view and modify notes for cases in any phase.

Law Enforcement Access—Users with Law Enforcement Access can:

- create and modify a case in the Initiation Phase;
- submit for screening; and,
- view a summary version, with no notes, of cases in the Screening, Prosecution, and the Disposition phases.

Prosecutor Office—Victim Advocate Access—Users with Prosecutor Office—Victim Advocate Access can:

- view the case summary and modify notes for cases in the Prosecution and Disposition phases;
- create and view documents; and,
- modify information on the Victim/Witness screen.

Prosecutor Office—User Access—Users with Prosecutor Office—User Access can:

- create and modify a case in the Initiation Phase;
- submit for screening;
- set a charge disposition code to declined;
- add and modify information on a case in the Screening Phase;
- submit for prosecution;
- add and modify information on a case in the Prosecution Phase;
- add and modify information on a case in the Disposition Phase;
- disposition and close case; and,
- run reports.

Prosecutor Office—Administrator Access—Users with Prosecutor Office—Administrator Access can:

- create and modify a case in the Initiation Phase;
- submit for screening;
- decline a charge or a case;
- add and modify information on a case in the Screening Phase;
- submit for prosecution;
- add and modify information on a case in the Prosecution Phase;
- add and modify information on case in the Disposition Phase;
- disposition and close a case;
- edit a locked case to reopen and make modifications, expunge, and seal;
- run reports; and,
- add, modify, and delete information on all Administration screens.

Summary Button

Selecting the Summary Button opens the Search screen and allows searches for summaries of all cases, no matter the current phase of the case. A user can then sort the results by selecting a column heading and select a case to view by selecting the appropriate Case Number.

Reports Button

Selecting the Reports Button allows the user to run reports based on a variety of criteria:

- Case by Agency
- Case by Assigned Attorney
- Case by Defense Attorney
- Case by Event
- Case by Filed or Declined Status
- Case by Judge
- Case by Support Staff
- Case by Type
- Case by Victim Advocate
- Case by Witness Subpoenaed

Figure 27: Reports

To run a report:

1. Access the appropriate report by selecting the Case Reports title.

2. The Search screen allows the user to set the criteria.

3. The search results list is displayed.

To get a nicely formatted report, select the PDF from among the Bottom Navigation Buttons.

To open a case, select the appropriate Case Number.

Administration Button

The options available by selecting the Administration Button are only available to users with administrative level rights. The information contained on the administration screens is vital to the success of the application. This data is used in many ways and the presentation of the cases is only as good as the information available.

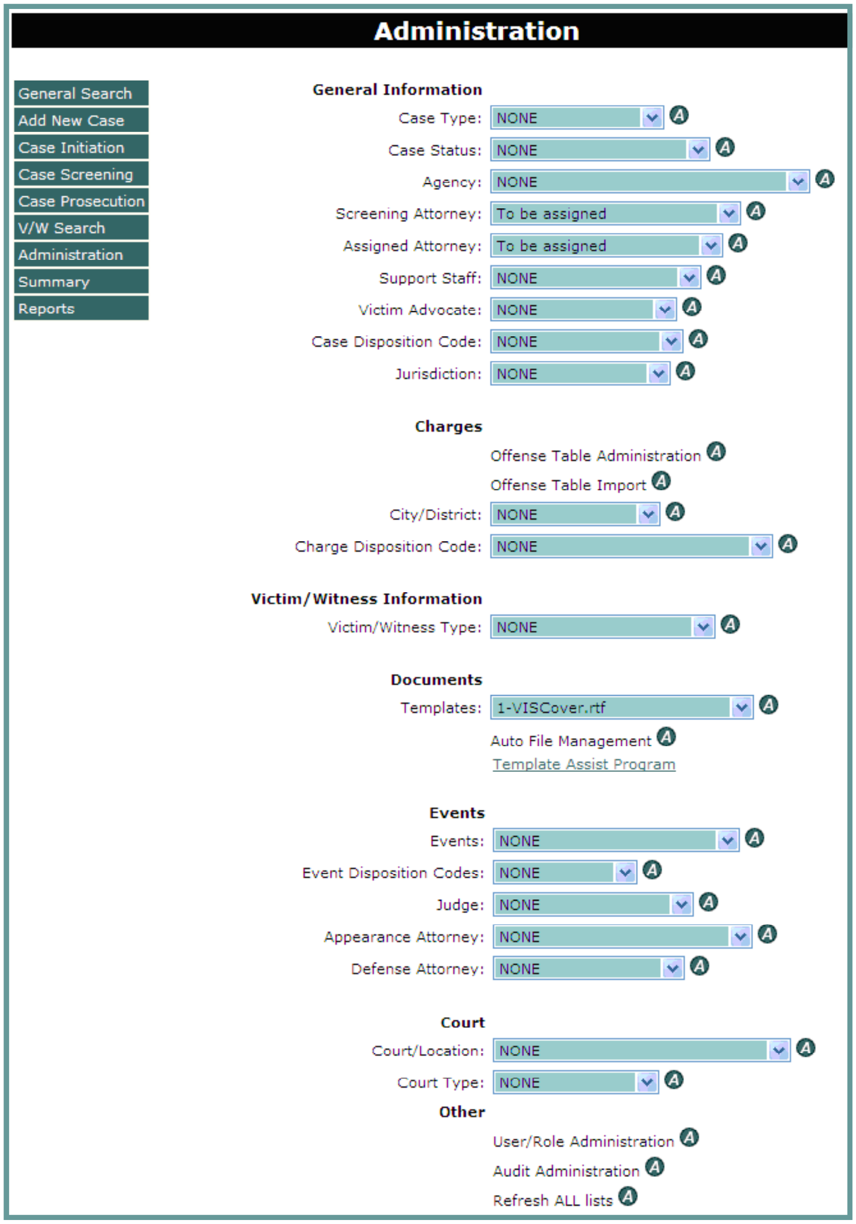
The information on the administration screens is used in a variety of ways throughout the application. Some information populates the pull-down menus used in making selections for specific fields. Other information is used to populate related fields based on a selection from a pull-down menu. For example, when a user selects an agency on the General Information screen, the values for Agency Phone and Agency Fax are also entered in the appropriate fields.

While many of the administration screens function in a similar fashion, they each contain different information and different fields. Rather than discuss each administration screen, a sample of the different types will be covered.

After selecting the Administration button from the Left Navigation Buttons the main Administration screen opens. A selection of fields is displayed representing those fields within the application which have associated pull-down menus. Selecting the associated pull-down menu opens a view of the menu. Selecting the black "A" button next to a field opens the appropriate list for modification.

New information can be entered in the appropriate field and it is displayed within the table in the lower portion of the screen. To modify a record, select the record's name from the table. The data is displayed in the appropriate fields near the top of the screen. Some information is protected and cannot be modified or deleted because those values are required by the application.

Figure 28: Administration



Simple Pick List—This is a list of the items to be contained in a pull-down menu. Examples include Case Disposition, Jurisdiction, and Case Type. This type of administration screen requires the user to enter a description, or what should be listed on the pull-down menu.

Figure 29:
Pick List Administration

Administration Screen—An administration screen requires more input than a Simple Pick List. Examples include information on the Agency, Assigned Attorney, and Locations. This information is collected from these fields and stored in the application's database. The name or description may be used in a pull-down menu. The remainder of the data may be accessed for reports, documents, etc.

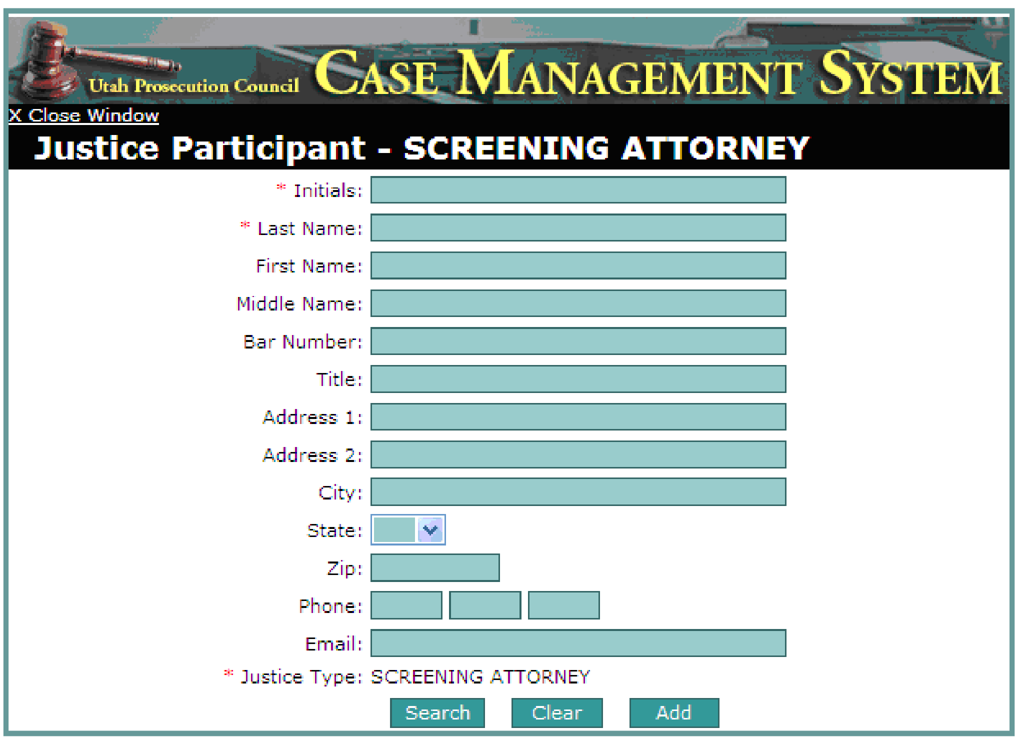


Figure 30:
Justice Participant
—Screening Attorney

There are administration screens for which the base data is imported into the system. Users may customize these tables by adding additional information. An example of this type of screen would be the Offense Table Administration option available on the main Administration list screen (see Figure 28).

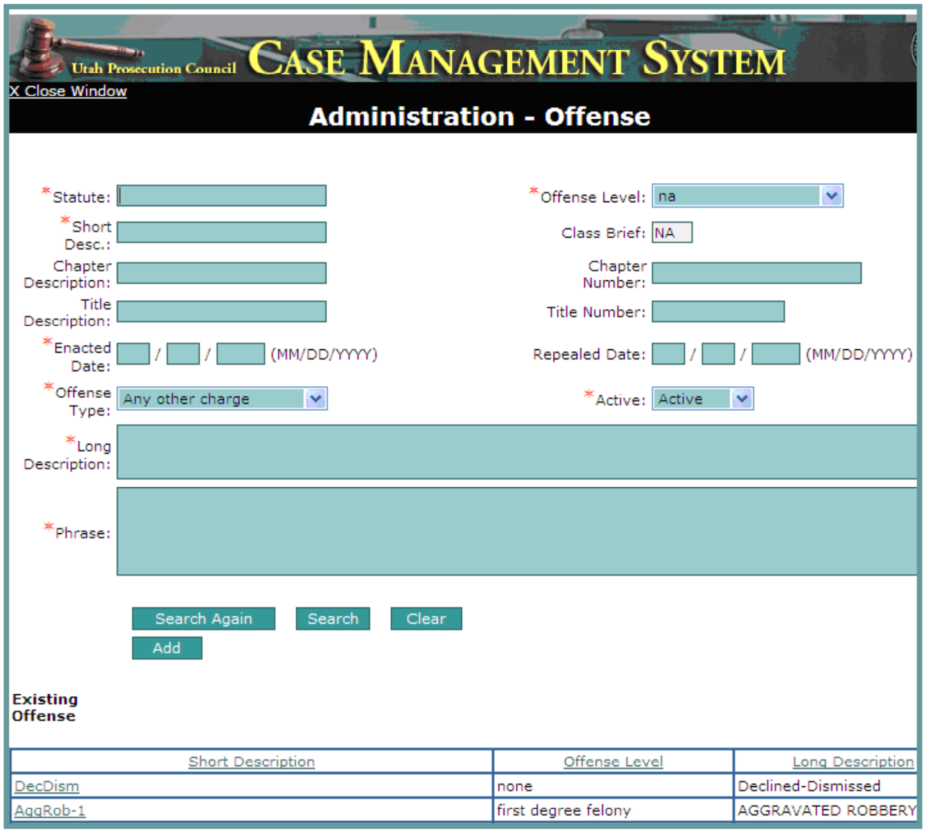


Figure 31: Administration—Offense

To enter information into an administration screen:

1. On the main Administration screen, locate the desired field and select the black "A" button associated with that field. The appropriate screen opens.
2. Enter information in the fields near the top of the screen as necessary.
3. Select the Add button. The entered information appears within the table in the lower potion of the screen.
4. Close the screen by using the red "X" in the upper right corner of the window.

To modify information within an administration screen:

1. From within an administration screen, locate the record to be modified on the table in the lower portion of the screen. Tables may be sorted by selecting the column heading (once for ascending, twice for descending). The fields at the top of the screen display the appropriate information.
2. Make modifications as necessary.
3. Select the Save button. A message appears (in red) near the top of the screen indicating that the record has been saved.

To delete a record from within an administration screen:

1. Select the record to be deleted from the table in the lower half of the screen. The fields at the top of the screen display the appropriate information.
2. Be certain that the record should be deleted. The system allows the administrative user to delete any record as long as it is not protected.
3. Select the Delete button. The system displays a warning: "Are you sure you want to delete this record?" Selecting OK deletes the record.
4. Depending upon the type of administration screen, a message (in red) may appear near the top of the screen indicating that a particular record type has been removed. On some screen the deleted records may appear on the table with a strikethrough. On other screens the deleted records are no longer shown within the table. In all situations, the deleted record no longer appears on the associated pull-down menu.

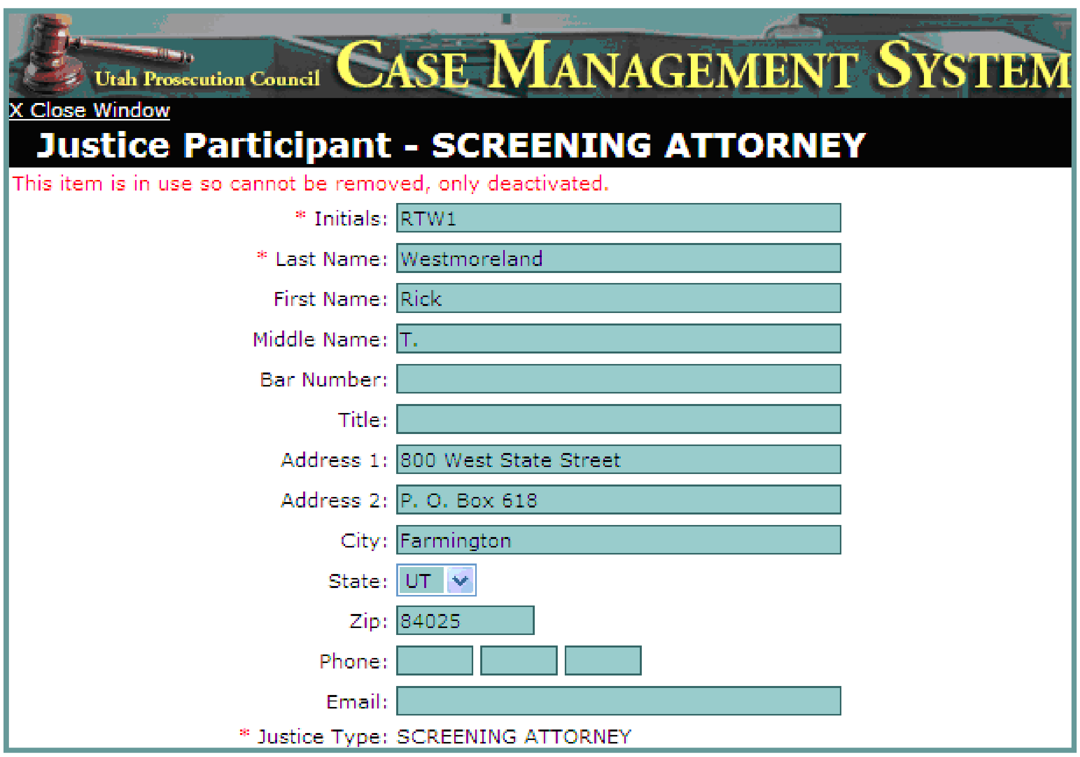


Figure 32: Deleted Records

Expunge or Seal a Case

Only Administrators can expunge or seal a case. These actions can only be take on a locked case.

On the Events screen, among the Bottom Navigation Buttons, two new buttons appear: Expunge Case and Seal Case.

- When the Expunge Case button is selected a message opens:

  Do you want to cancel this action?
  If you continue, Case XXX will be expunged and all information deleted.
  Press OK to cancel this action. Press Continue to expunge the case.

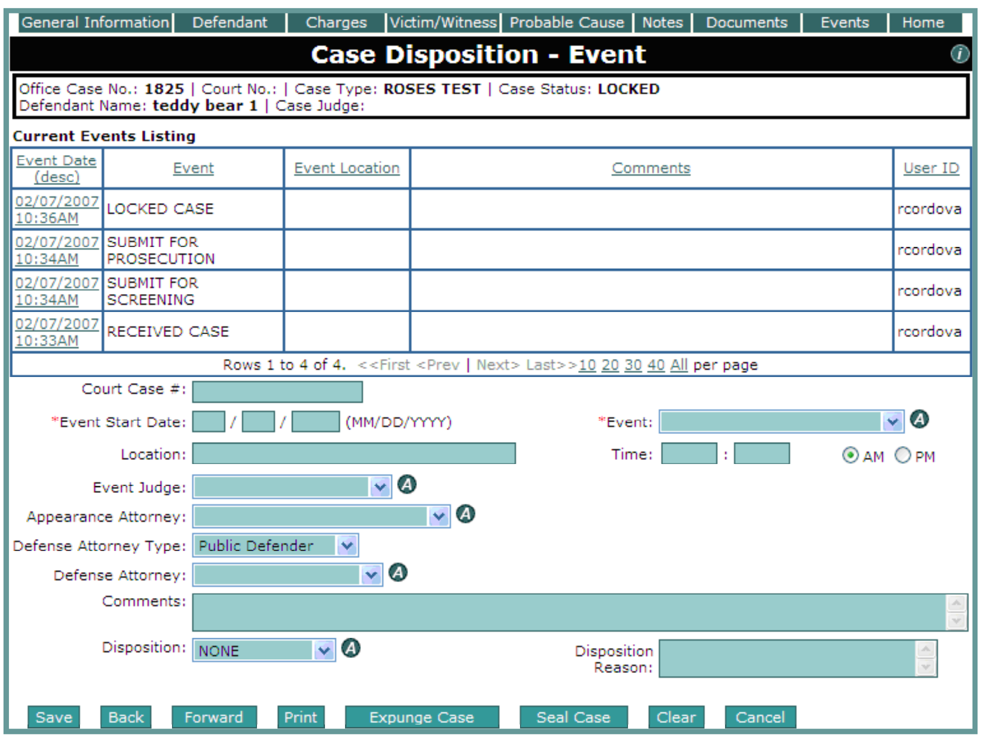
  All information on the Defendant, Victim/Witness, Probable Cause, and Notes screens is removed and replaced with the word EXPUNGED.

- When the Seal Case button is selected a message opens:

  Do you want to cancel this action?
  If you continue, Case XXX will be sealed.
  Press OK to cancel. Press Continue to seal the case.

  All fields are reset to the application defaults and all appropriate fields display the word SEALED.

Figure 33: Expunge or Seal a Case



Quick Reference Guide

The purpose of this guide is to outline the essential steps for the most frequently used functions. It is not intended to provide documentation for workflow.

Find an Existing Case to Edit

1. Select the General Search button.
2. Enter Case Number, Defendant Last Name, or some other search criteria and press Search.
3. Select the correct case from the search results.
4. Use Top Navigation to open screen to modify.
5. Make changes and select the Save button.

Find an Existing Case to View

1. Select the Summary button.
2. Enter Case Number, Defendant Last Name, or some other search criteria and press Search.
3. Select the correct case from the search results.
4. Scroll through the summary.

Find an Existing Case by Victim/Witness

1. Select the V/W Search button.
2. Enter Case Number, Victim/Witness Last Name, or some other search criteria and press Search.
3. Select the correct case from the search results.
4. Use Top Navigation to move through the screens.

Add a New Case (Basics)

To add a new case:

General Information Screen

1. Select a Case Type.
2. Select the Forward button.

Defendant Screen

1. Type in Last Name, First Name, Address or Unknown, and Date of Birth or Unknown.
2. Select the Forward button.

Charges Screen
(minimum of one charge)

1. Search for a Charge.
2. Select the appropriate charge from the search results.
3. Enter in Offense Date From, change Offense Date To if necessary.
4. Select the Save button.
5. Select the Forward button.

Victim/Witness Screen
(minimum of one victim/witness)

1. If Lead Officer information was entered on General Information screen nothing else is required.
2. If no Lead Officer information was entered on General Information screen, then type in Last Name, First Name, select Victim/Witness Type (defaults to Victim), and Address or Unknown.
3. Press Save

Submit for Screening

1. Press the Submit for Screening button.
2. Make a selection from the Custody Status pop-up.

Submit for Prosecution

General Information Screen

1. Select the Screening Attorney.
2. Select the Save or Forward button.

Charges Screen
(must be filed or declined)

1. Select Charge from the table by selecting the File button.
2. If Filing, select the Save button.
3. If Declining, use the Disposition Code pull-down menu to select Declined, then select the Save button.
4. If Editing, select the "E" button associated with the filed statute, make modifications (including edit the Charging Phrase using the link), then select the Save button.
5. If Replacing, select the Replace Charge button; search for a charge; select the charge from the results list; select the Save button.
6. If Adding, select the Search for New Filed Charge button; search for a charge; select a charge from the results list; select the Save button.

7. Repeat the process for each charge within the table.
8. Select the Filed with Court button. (While the case is in Prosecution Phase this is where the charges are amended.)

Disposition of a Case

This can be done manually, when all criteria are met, or when all charges are dispositioned, the system steps through the process.

General Information Screen

1. Select Defense Attorney Type.
2. Select Case Disposition Code.

Charges Screen
(must be dispositioned before a case can be dispositioned)

Note: To edit an amended or dispositioned charge, select the "E" button associated with the charge.

Determine the Charge from the table.

If entering a disposition:

1. Press the Disposition button, in the Dispositioned Charge column, on the line of the charge.
2. Use the pull-down menu to select the appropriate Disposition Code.
3. Enter the Disposition Date.
4. Select the Update button.

If amending:

1. Press the Amend button, in the Amended Charge column, on the line of the charge.
2. Make modifications as necessary, including changing the Phrase using the Edit Charging Phrase link.
3. Enter an Amending Reason.
4. Select the Update button.

If replacing …

and not ready to disposition:

1. Select the Amend button, in the Amended Charge column, on the line of the charge.
2. Select the Replace Charge button.
3. Search for a Charge.
4. Select the correct charge from the results list.
5. Select the Update button.

and ready to disposition:

1. Select the Disposition button, in the Dispositioned Charge column, on the line of the charge.
2. Select the Replace Charge button.
3. Search for a Charge.
4. Select the correct charge from the results list.
5. Use the pull-down menu to select a Disposition Code.
6. Enter a date in the Disposition Date field.
7. Select the Update button.

If adding a new amended charge:

1. Select the Search for New Amended Charge button.
2. Search for charge
3. Select the correct charge from the results list
4. Type in Amending Reason field
5. Type in an Offense From Date and Change the To Date if appropriate
6. Press Save

If adding a new dispositioned charge:

1. Press the Search for New Dispositioned Charge button
2. Search for charge
3. Select the correct charge from the results list
4. Use the pull down to select a Disposition Code
5. Type in the Disposition Date
6. Type in the Offense From Date and Change the To Date if appropriate
7. Press Save

The system will indicate that the case is qualified to be dispositioned by a red link at the bottom of the screen:

1. Would you like to proceed dispositioning the case? Then, "Are you sure you want to change the case status to locked?"
2. It will make sure that no charges have a PIA disposition.
3. It will make sure that there is a Case Disposition Code. If not, it will prompt the user to go to General Information screen and make a selection.
4. If all criteria are met it will ask if the case should be locked.

Select the Disposition Case button.

1. The system will check to see if all charges are dispositioned and none in PIA.
2. The system will check to make sure a Defense Attorney Type is selected.
3. The system will check to see if a Case Disposition code is selected on the General Information Screen. If not, the system will ask if the user to set it and will open the General Information screen. Use the pull-down menu to select a code and select the Save button.
4. The system will ask if the case should be locked.
5. If no, nothing else needs to be done.
6. If yes, the system will ask if the case status should be locked.

Documents Screen

Using an existing template to create a document on a case:

1. Select the General Search button.
2. Enter the Case Number or Last Name.
3. Select the correct case.
4. Use the Top Navigation Buttons to get to the Documents screen.
5. Use the pull-down menu to select the category.
6. Use the pull-down menu to select a template.
7. Select the Generate Document button.
8. Select any events or victim/witnesses that are applicable.
9. Fill in any values as prompted.
10. Select the Generate Document button.
11. View or edit the document by using the link on the table.

Add a User

1. Select the Administration button.
2. Select User/Roll Administration using the "A" button next to the label.
3. Use the pull-down menu to select the appropriate role.
4. Enter the User Name (login ID)
5. Enter the Last Name.
6. Enter the First Name.
7. Enter the Password.
8. Select the Add button.